

**P-CARD USER MANUAL..... 1**

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# P-CARD USER MANUAL

## P-CARD LOST, STOLEN, OR REPLACED

Whenever a P-card is lost, stolen, or replaced by MasterCard, notify the State Controller's Office (SCO) immediately.

If the P-Card administrator needs to "inactivate" a card because it is lost or stolen, leave the card in the P-Card application until all the transactions are received from Wells Fargo. Do not delete the card number.

Open the P-Card application, select the user/cardholder, and uncheck the **Act** check box indicating the card is inactive. If you delete the card, you will lose your history for the card as you delete the record.

Figure 1 - Inactivate a card

The screenshot shows the P-Card application interface. On the left, there are input fields for Username (jacarr), Password (xxxx), First Name (ALVIN), Middle (E), Last Name (CARR), and Email (jacarr@idl.state.id.us). There is also a Creation Date field set to 02/01/02. Below these fields are checkboxes for roles: Verifier (checked), Approver (unchecked), Verifier All (unchecked), Approver All (unchecked), and Admin (unchecked). On the right, there is a 'Credit Cards' section. It has a checkbox for 'Card Holder' (checked) and a note '\* Denotes A Lookup Field'. Below this is a table with columns 'Number', 'Act', and 'Description'. The first row shows '8861 88' in the Number column and a checked 'Act' checkbox. This checkbox is circled in red. Below the table are 'Add Card' and 'Delete Card' buttons.

If a card is replaced by Master Card, send the new card number to SCO immediately. MasterCard often transfers purchase transactions from an old card number to a new card number before the new card is received by your agency. This can result in transactions being charged to the new card number before that number is added to the P-Card application, which in turn can result in "missing" transactions and difficulty in reconciling your statements.

You can notify SCO at [dsahelp@scsco.idaho.gov](mailto:dsahelp@scsco.idaho.gov) or 208-332-8827.